



CAD MANAGER

Coastal Engineering Co., Inc. is seeking a CAD manager with an engineering, architectural, and/or construction-related background with strong technical knowledge of Autodesk design software (AutoCAD, Revit, etc.) to lead and support our staff and manage CAD/BIM-related technologies, processes, and training.

Job duties include:

- Direct the efforts of the CAD technicians and engineers, including supervision and coordination with division managers for use of staff and compliance with company and client CAD standards.
- Assign CAD technicians and engineers to jobs and assist division managers in scheduling. Monitor job schedules and budgets.
- Provide technical support to CAD technicians and engineers.
- Perform duties as CAD technician in chosen field of expertise and assist other disciplines as necessary.
- Attend job kick-off meetings and participate in establishing CAD project execution with project managers.
- Conduct quality reviews of technicians' and engineers' work throughout the project lifecycle.

Software:

- Assist the IT department with the regular installation and management of CAD software products including, but not limited to, major new releases of Revit, AutoCAD, Civil 3D, BIM Collaborate Pro, as well as required services packs.
- Manage the implementation of ancillary software products related to CAD design processes.
- Provide end-user (technicians/engineers) support for CAD applications and related software tools.
- Stay current with industry standards and trends in CAD workflow processes.
- Work closely with project teams on developing CAD-related project execution and implementation plans, project start-up methods, and workflow strategies.

Standards:

- Implement, manage, maintain, and guide CAD standards within the company. This includes, but is not limited to, the following:
 - Guide and manage standard practices across departments and operational groups.
 - Maintain department-level templates to reflect the most current company standards, content, and practices.
 - Assist with the coordination of material libraries, keyed notes, schedules, and extracting and communicating modeled data for use in project management, specification coordination, and construction administration.
 - Manage and/or create Revit families and libraries for quality and scope of content as well as file size and level of detail.
 - Develop and maintain a training community on the corporate intranet where standards are centrally located and questions can be asked and answered.
- Manage, maintain and implement the use of client CAD standards when required.

Training:

- Increase Autodesk design software knowledge of staff by providing individual, team, and company-wide training, including in partnership with the company's 3rd party support:
 - Provide ongoing training to ensure consistent knowledge of the tools, company standards and procedures.
 - Provide orientation for new hires on basic use, company standards and procedures.
 - Attend conferences, seminars, and workshops and incorporate best practices and procedures into company standards.

Qualifications:

- Bachelor's, Associate's, or Technical degree in a related field preferred.
- AutoCAD, Revit, and Civil 3D Software training required, certification preferred.
- Strong knowledge and understanding of software and supporting software plug-ins. Wide range of high-level exposure to Autodesk products.
- Experience with creating and implementing a CAD standard manual and providing a detailed modeling plan for each design phase.
- Minimum of ten (10) years of relevant experience in the architecture and engineering industry related to building, architectural, civil/structural drawing standards, requirements, and project execution. Experience within a multi-disciplinary A/E firm preferred.
- Must be able to manage and prioritize multiple tasks and to accommodate urgent requests.
- Ability to work well with both individuals and teams.

Contact:

Please e-mail your resume to Suzanne Sullivan at sullivan@coastalengineeringcompany.com

